

**MINUTES OF HOTHFIELD VILLAGE HALL**  
**COMMITTEE MEETING**  
**MONDAY 7<sup>TH</sup> FEBRUARY 2011**

**1. Present:** Tina Marden (Chairman), Anita Bramfitt, John Collins, Sharon (Booking Clerk), Rose Harris, Shirley Horn, Peter Howard, John Nicholls, Kay Pender (Vice Chairman), Chris Rogers (Treasurer)

**2. Absent/Apologies:** Paula Chapman, Graham Parker, Tony Pender

In attendance Bob Rivers, Kenny Marden, Peter Patten, Tony Rawlins

**Meeting commences** with the Village Hall Lottery Draw conducted Paul Eckersley.

Discussion regarding grant application: Bob informs the meeting that Hedley has taken over the role of Minnie. Important that the bid is in early March. If beyond the 31<sup>st</sup> March a new annual report will be required. All items need to be resolved within the next 10 days.

Cinema screen - Cinema club has already bought the screen. Suggested that the Committee buy the screen from the Cinema Club. Agreed Cinema Club (Isobel) to write a letter to the Committee inviting them to buy it. Cost of the screen was £205.

Discussion regarding the agreement of the Parish Council to put the money that would have gone to the payment of insurance towards the grant bid. Confirmed by the members of the Parish Council present that this has been agreed at a Council meeting. Bob suggests that the PC pays a round £800 and the Hothfield Lottery top this up with £200 to make £1000 which would help the grant bid a lot. Leaving any other money from the Lottery to be used for other items.

Following on from the discussion of the money in the Lottery fund it was agreed that proposals should be put to the Hothfield Lottery twice a year coinciding with the 6 month and 12 month entries and it be in March and September. It was confirmed that the Lottery money is not for repairs but for identifiable purchases.

Smoking Shelter - Shelter still required but no interests from builders. Item removed from the bid as there is no support from the possible funders for smoking related items.

Insulation - Chris has one quote and had two surveys one quote awaited, Bob agrees could go with just two quotes.

Carpet - all quotes in and decision made to accept the most comprehensive quote which includes all the areas required.

Tables and Chairs - Peter Patten updates the meeting with details of the chairs and tables and discussion regarding the need for a table trolley. The type of chair considered at the last meeting was too expensive but agreement reached on the number and type of tables and chairs.

Peter will obtain quotes for table trolleys and submit to Bob.

Tree - Wide range of prices quotes provided for the wildlife survey in relation to bats. All state that need to wait until April/May and make several visits to the site to ascertain any activity of any bats. Discussion followed about the quotes and it was decided to accept the most local, comprehensive and best value. In respect of the timing Bob states if we bid in early March we could expect an answer by the end of June which would be around the time work needs to be done.

Peter Howard has obtained four prices for work on the tree quoting for cutting the tree down clearing all the top and taking wood, a quote for cutting down and leaving the timber and pruning if can't take it down and clearing all prunings and taking top. Wide range again for the quotes. Decision regarding the most appropriate quote.

Bob points out that there will be a risk that any of the quotes obtained will rise from the figure the committee is discussing to when the contractor actually starts the work but Bob explains that there is a contingency for this built in to the amount of the bid.

One of the two funders requires there to be an independent reference and Bob suggests the Committee asks Dave Beckley. Agreed and Tina will approach him about this and if he is willing for him to contact Bob.

**3. Minutes:** The minutes of the 5<sup>th</sup> January agreed and signed.

#### **4. Matters Arising**

The soap dispenser is fixed and a plumber has attended but not sure if the problem with stop cock has been resolved.

Discussion about the problem with the closing of the new doors. Some present feel there is no longer a problem and it is to do with the manner of closing others feel there is still an issue and it is agreed that they be asked to come out again.

Chris tells the meeting that the Alliance & Leicester has not received the forms to change the mandate and add signatories. Forms taken to Ashford and they should have gone through the A&L internal system, agreed Peter will contact the Ashford branch and follow it up.

#### **5. Chairman's Report.**

Tina reports that tables that have been lent out have been returned and one is so badly damaged it can no longer be used and it is considered the hirer should be billed for the table. Tina will speak to them.

The Hall floor is getting dusty again after the Dancers have been in; they are not putting chalk down. Discussion followed about the condition of the floor and the previous problems with it. Kenny says that he hasn't polished it for some months (partly due to his absence). Decision to obtain professional advice regarding the surface. John Nicholls will make arrangements and

best time to inspect it would be a Tuesday morning after the dancing the night before. Tina reports that the crack in the glass of the middle door has become bigger and concerned about the danger it poses. Decision to obtain a price from GP Windows and perhaps look at an alternative such as Perspex.

Tina asks for assistance on Quiz Night, John Collins is working. Peter agrees to attend and assist. Requests for raffle prizes and decision to buy items. Sharon will do the raffle tickets and Caroline all right to do the food.

Discussion about a key for the back room and whether one can be given to Bridget for access. Agreed the one on the hirers set can be given to Bridget.

**Public Interval:** No representations.

## **6. Treasurer's Report**

Large expenses this month including £1000 for heating oil. EDF account settled following move to new supplier E-On. Although showing a deficit this is not bad considering the outlay for the month. It was noted that the bank charge incurred has been paid by hirer. The accounts are still healthier currently than they were this time last year.

Expenditure in March will also be high for a Fire Inspection which will be around £300. In addition there are no bookings for February/March to raise money. It is hopeful though that the Quiz which is due to take place will produce some benefit.

Chris tells the Committee that Graham Warren has looked at the Hall accounts and has agreed them.

Copies of the minutes of the AGM in May and minutes of the meeting are required for the AGM. Copies needed for the next meeting in March together with last years accounts.

## **7. Booking Clerk**

Nothing to raise except to set a date for the AGM. Date agreed of the 23<sup>rd</sup> May 2011 at 7.00 p.m. in the Village Hall.

The local sign language society are considering using the Hall and will be coming to test the acoustics.

## **8. Fund Raising**

The Jumble Sale will open 12 noon to 3 p.m.

## **9. Any Other Business**

No items raised

**DONM:** The next meeting of the Committee will be on Monday 7<sup>th</sup> March 2011 at the Children's Centre at 7.00 p.m.